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TO: <Name>
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FROM: Jennifer Clifton, Library Development Office
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DATE: December 16, 2013

The Bibliostat Collect annual report survey is ready for data entry now. The report (submitted via web) and signature page (submitted via mail) are due **February 1, 2014**.

You will find the 2013 Annual Report information, including the a link to the survey, signature page, instructions, glossary, handouts, 2014 PLAC fee flyer, and trustee certificates of appointment at <http://www.in.gov/library/5339.htm>. Please contact the Library Development Office if you have any questions.

Accessing the Annual Report

- Your User Name for Bibliostat Collect is: <User Name>
- Your Password for Bibliostat Collect is: <Password>
- Access the report at: <http://collect.btol.com>
 1. Read the questions and instructions carefully, as some have changed.
 2. You will be entering 2013 data. You may view the previous year's entries (for most questions) by clicking "SHOW LAST YEAR'S ANSWERS" at the right top corner of the survey page.
 3. Navigating the Report:
 - Use the Save, Back, and Next buttons and side menu to navigate through the report.
 - Any **grayed out** questions are either prefilled and locked (contact the LDO to make a change) or automatically calculated totals which may only be changed by editing the questions that feed into it. (Note: After making changes, you may need to click outside the field, or click "Save" to see the updated figures.
 - You may end a session at any time and resume at your convenience by clicking "Save" and "Log out."
 - Save your work frequently, especially after entering large amounts of information.
 - The "Frequent Questions" tab provides technical help; the "Instructions" tab provides explanations and definitions for the questions.
 - Go to the "Status" tab to review unanswered questions, flagged questions, and edit checks. An edit check will appear in **red** text until you have made a correction or provided an explanation in the Federal Notes, after which the text should change to **green**.
 - Use the federal notes section to provide annotations for IMLS/Census/ISL; Use the local notes section for your own notes.
 - Use the "Printing" tab to create a PDF copy of your report for saving or printing. It is recommended that you do this before you submit the report.
 4. Standards questions- Please answer YES or NO. If by answering "NO" you are concerned your library will not meet standards for 2013, please provide an explanation in Part 14- *Statement of Intent to Comply with Standards*.
 5. **To submit the report:** go to the "Submit Survey" tab. You will only be able to submit once all required questions are answered, and annotations have been provided for all edit checks. (Don't forget to complete and mail in the signature page!)